

# Apology for Delayed Response

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my delayed response to your [email/message/letter] dated [insert original date].

Due to [brief explanation of reason, e.g., unforeseen circumstances, heavy workload, etc.], I was unable to reply in a timely manner. I value your time and understand that my delay may have caused inconvenience.

I appreciate your patience and understanding during this time, and I am now fully committed to addressing your [concern/request/question]. [Optional: add any specific details related to the matter].

Thank you for your understanding. I look forward to your reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]